

25X1A7b

13 September 1951

MEMORANDUM FOR: All Branch and Bureau Chiefs, [REDACTED]

FROM: Chief, [REDACTED]

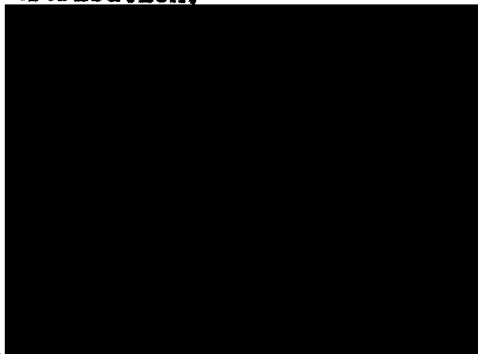
SUBJECT: Monthly Classified Personnel Report

1. It is directed that information as outlined on the enclosed sample form be submitted to the Administrative Office as an appendage to monthly Progress Reports.
2. Reports will be prepared by each Branch and Bureau but the data may be called for from subordinate units if needed.
3. Report is designed to:
 - a. Insure that Bureaus and Branches are aware of plans for personnel assigned to them and personnel to be assigned to them.
 - b. Provide a regular reporting form for brief supervisory recommendations.
 - c. Call attention of Department to inadequate staffing plans requiring Departmental attention.
4. Additional forms will be supplied to the Departmental Headquarters and may be requested from the Administrative Office. Field Bureaus will arrange for the local reproduction of the forms as needed.

25X1A9a

Encl.

Distribution:



Document No.	172
No Change In Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed to:	TS S C
Next Review Date:	1989
Auth.:	HR 70-3
Date:	1 APR 1978
By:	3577

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Enclosure